

Agricultural Marketing Service
Office of the Deputy Administrator
for Marketing Program Operations
Cotton Division
Marketing Services Branch
Local Marketing Services Office
Agricultural Commodity Technician
GS-1981-5
Field Representative

SJ CN4

I. INTRODUCTION

This position is located in a local marketing service office of the Cotton Division. This office is one of several marketing services offices located in a major cotton producing area through which are administered programs on cotton, cottonseed, cotton linters and related commodities provided for in legislative and administrative requirements in connection with standards, marketing services and allied regulatory responsibilities.

Incumbent serves as a field representative.

II. DUTIES AND RESPONSIBILITIES

Under the direct supervision of a higher level Field Representative, the incumbent performs the following:

A. Inspection of Cotton Sampling

Incumbent discusses inadequacies of sampling with samplers, ginnermen and warehousemen, and emphasizes the importance of proper sampling to samplers and warehousemen at every opportunity and demonstrates the proper sampling procedures when necessary. When incumbent doubts that proper sampling procedures are being followed or feels it is necessary to spot check a gin or warehouse where samples are not being drawn at time of inspection, draws additional samples from bales to appraise the performance of gin samplers and warehousemen. The incumbent takes these additional samples to the marketing services office for classing, and has the class compared with class that was put on original sample. Incumbent also examines bales from which samples were drawn to determine if samples were drawn properly. At gins equipped with mechanical cotton samplers, incumbent checks time elapsed between segments to determine that the mechanical samplers are operating properly. Prepares a cotton sampling report for each visit, discusses sampling irregularities with samplers and plant managers, and where sampling irregularities are found makes on-the-spot corrections of minor infractions and reports others to supervisor for guidance. This involves persuading the sampler, tactfully but firmly, to draw samples using procedures prescribed by the Division. The incumbent points out that an improperly drawn sample may not represent the actual grade of the cotton.

B. Inspection of Cottonseed Sampling Equipment and Procedures

Incumbent calls on oil mills and cottonseed purchasing points and inspects sampling equipment, sampling procedure and methods of preparing and handling cottonseed samples. Determines that representative samples are being drawn. Discusses inadequacies of equipment and irregularities in sampling procedure with the licensed sampler and mill manager attempting to have corrections made. Prepares a report of each inspection. Incumbent assists in preparing reports and performs other related duties in the marketing services office as workload permits.

III. JOB CONTROLS

A. Responsibilities for the Work of Others: None

B. Supervision and Guidance Received

The work is under close supervision of the Area Director and a Cotton Field Representative of higher grade. In performing the varied duties, specific instructions are followed. After a period of training, the incumbent works independently and has considerable latitude to exercise independent judgment in making on-the-spot solutions to varying problems in line with established policies and procedures. Work is reviewed for adequacy and conformance to instructions. Manuals are used as guidelines.

IV. OTHER

Numerous contacts with ginners, warehousemen, oil mills, sampling agents, growers and others are made in the field in connection with the program. In the office most contacts are with other employees. Prepares weekly reports summarizing activities and conditions relating to Cotton Division programs carried out during the week.